

**PRE-CONFERENCE REVIEW**

State Form 49928 (10-00)

By no later than one month prior to your event, you should schedule an on-site meeting to finalize your conference details. This will assure a better presentation for your agency.

DEPARTMENT OF ADMINISTRATION**Conference Center**

Telephone (317) 233-3117

Fax (317) 233-0011

conference@idoa.state.in.us

We are not staffed as a full-service conference facility. Your careful attention to detail in the planning stages is very important. We also do not have the full range of equipment that can be found in a full-service facility. Please be mindful of this and request only the equipment that you really need. We will do our best to handle your request, but there may be times when you will have to go to a vendor to rent equipment.

Name of Agency Sponsoring Event		Division	Contact Person
Email		Telephone Number	Fax Number
Name of Event		Date(s) of Event	

THE PRE-CONFERENCE REVIEW ON-SITE MEETING SHOULD BE HELD ONE MONTH PRIOR TO THE EVENT.**You Must Prepare for On-Site Meeting by Having Ready:**

- ☐ Food & Beverage Needs
- ☐ Event Sheets, prepared in conjunction with each presenter
- ☐ Room Confirmation / Contracts

These People Should be Involved in the On-Site Review Meeting:

- ☐ Conference Center Coordinator (Meeting On-Site in this Office)
- ☐ Catering Coordinator (Sodexo Marriott or Other Licensed Caterer)
- ☐ Agency Staff: Person Responsible for Coordinating Details w/C Center
- ☐ Agency Staff: Person Responsible for Coordinating Details w/Caterer
- ☐ Agency Staff: Person(s) Responsible for Coordinating the Program

FOOD FUNCTIONS	Menu	Location of Food Service / Dining	Set-Up Required by Conference Center
<input type="checkbox"/> Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mid-Morning Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Beverages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mid-Afternoon Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Beverages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVENT SHEETS

- ☐ Each room has a corresponding Event Sheet for each day of the event.
- ☐ The Event Sheets have been discussed with the Conference Center Coordinator
- ☐ The Event Sheets have been accepted or they have been altered, with the knowledge and understanding of the User.

OTHER DETAILS

- ☐ Additional equipment needed (to be rented from off-site vendor)
- ☐ Special electrical needs in Atrium (no music, videos, etc., in Atrium)
- ☐ By what date can the Conference Center expect final attendance numbers
- ☐ Registration tables
- ☐ Public transportation information to attendees?
- ☐ Parking information to non-state employee attendees?
- ☐ Parking information to state employees?
- ☐ Parking garages have received / will receive a list of state employees attending (from outside Indy area)
- ☐ Miscellaneous catering needs (i.e., if off-site caterer, you will need permission from Capitol Police for parking, unloading, etc.)
- ☐ Receiving / shipping information handled (items coming into Conference Center before event)
- ☐ Telephone set-ups (which rooms need to have telephones)
- ☐ Message information (Conference Center will take ONLY medical emergency messages, all else routed through the agency reserving space)
- ☐ Security (hours of building operation, requirements of after-hours use)
- ☐ Conference Center hours of operation (we are not a full-service facility and will not be providing service like might be expected)
- ☐ Exhibits / Displays (limit of 4 in Atrium, no videos, etc.)
- ☐ Special security (after hours, must involve Capitol Police, User might be expected to provide and pay for own security)
- ☐ Housekeeping (i.e., for food events, we can provide extra trash containers, but User is expected to properly dispose of trash)
- ☐ Coat-check (racks or trees in each conference room; additional needs?)
- ☐ Mail (this is the responsibility of the agency reserving the space; the Conference Center will not be responsible for providing services)
- ☐ Copies (this is the responsibility of the agency reserving the space; the Conference Center will not be responsible for providing services)
- ☐ Signage for break-out rooms (special signs responsibility of agency reserving the room, signs cannot be taped)

HAVE YOU REVIEWED YOUR USE AGREEMENT

To see if there are any conflicts?
Examples: food service and decoration restrictions, notice and display restrictions, etc.

OTHER NOTES:**CONFERENCE CENTER OFFICE USE ONLY**

Meeting Held:	Persons in Attendance:
Follow Up:	